



DEPARTMENT OF CONSERVATION
STATE OF CALIFORNIA

October 29, 2004

NOTICE

TO: All Interested Parties

SUBJECT: **2004/2005 Beverage Container Recycling
Market Development & Expansion Grant Program
Application Notice**

DIVISION OF
RECYCLING

■ ■ ■

801 K STREET
MS 19-01
SACRAMENTO
CALIFORNIA
95814

PHONE
916/323-3836

FAX
916/327-2144

TDD
916/324-2555

INTERNET
consrv.ca.gov

■ ■ ■

ARNOLD
SCHWARZENEGGER
GOVERNOR

The Department of Conservation (Department) invites all eligible private businesses; non-profit organizations; cities; counties; joint powers authorities; universities; tribes; and state or federal government entities to review the enclosed application, and to submit applications for the 2004/2005 Beverage Container Recycling Market Development & Expansion Grant Program.

Public Resources Code (PRC) Section 14581 (a) (10) authorizes the Department to issue up to \$10 million annually, until January 1, 2007, in grants for beverage container recycling market development and expansion-related activities aimed at increasing the recycling rates.

The primary goal of this grant program is to increase recycling of California Refund Value (CRV) beverage containers. The Department is interested in new and innovative, but realistic projects that have the potential to help achieve the State's overall 80 percent recycling rate goal, while creating jobs.

The 2004/2005 Beverage Container Recycling Market Development & Expansion Grant Program Application, Questions and Answers, and example Grant Agreement Terms and Conditions may be viewed and downloaded from the Department's website at:

<http://www.consrv.ca.gov/dor/grants/index.htm>. If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

Please carefully follow all instructions as incorrect filing could disqualify an application without any notice from the Department.

Additionally, the Department cannot provide assistance in completion of grant applications. To provide assistance to potential applicants, the Department has posted Questions and Answers on the Department's website.

All Interested Parties
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For questions about the Beverage Container Recycling Market Development & Expansion Grant program, please contact Zenny Yagen at zyagen@conservation.ca.gov, or (916) 323-5878.

Phase 1 – Concept applications must be received by the Department by 5:00 P.M. Friday, November 19, 2004. Any applications received after this time and date will not be considered.

Jim Ferguson
Assistant Director
for Recycling



2004/2005

Beverage Container Recycling Market Development & Expansion Grant Solicitation



PHASE 1 CONCEPT PACKAGE APPLICATION

The California Department of Conservation (Department) is making up to \$10 million available to promote beverage container recycling market development and expansion-related activities throughout California, pursuant to Public Resources Code (PRC), Division 12.1, Chapter 7, Section 14581(a)(10).

Organizations interested in applying must submit a **PHASE 1 - CONCEPT package** to the Department by 5:00 P.M., November 19, 2004 in order to be considered.

BACKGROUND

Through the Division of Recycling, the Department administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Redemption Value (CRV) beverage containers. The goal of the Act is to achieve an 80 percent beverage container recycling rate in California. The calendar year 2003 rate is 55 percent. The recycling rate has declined in part due to additional beverages included in California's beverage container recycling program since January 1, 2000. Also, the number of beverage containers collected for recycling has not kept pace with the growth in sales of beverages.

GRANT FOCUS

To improve the beverage container recycling rate in California, the Department seeks innovative, but realistic projects that (1) create market opportunities for new products made from recycled beverage container materials, (2) expand market-related activities for existing products made from recycled beverage

container materials, or (3) improve the quality and supply of beverage container material feedstock for use in manufacturing. Fundable activities may include research, development, and demonstration. The Department is also interested in new jobs creation associated with, and resulting from, the positive impact on beverage container recycling rates.

The primary focus of this grant program is on manufacturing and processing rather than collection activities. Certain broad collection functions, such as technology improvements at material recovery facilities or new methods for curbside collection that result in higher quality feedstock for manufacturers, may be considered. However, projects focusing narrowly on collection, such as purchase of recycling bins without consideration for the end-use of recycled CRV materials, will not be funded. (Note the Department also administers Community Outreach Grants that do focus on collection. See <http://www.conservation.ca.gov/DOR/index.htm> under the "Grants" link.)

Examples of desirable projects for the beverage container recycling market development and expansion grant program include:

- Recycling and manufacturing technology development.
- Manufacturing new products or expanding capacity for existing products using recycled beverage containers.
- Supporting existing, new, and proposed recycled product manufacturers.
- Converting from virgin to recycled feedstock.
- Developing "best practices" in collection and processing that result in higher quality materials.



- Developing model practices that address barriers to the purchase of recycled-content products, improve procurement specifications, or increase market leverage for “buying recycled”.
- Conducting research and development that brings more high quality feedstock and recycled-content products and new jobs to California.
- Improving state-of-the-art equipment for processing and manufacturing with recycled beverage container materials.

Certain qualities improve your chances of receiving an award, including but not limited to:

- Creative and innovative concepts with a well-demonstrated high likelihood of success, significantly increasing use of recycled CRV beverage containers.
- Use of partnerships, in-kind donations, and matching funds to leverage the scope, size, and duration of the project.
- Elimination of barriers to using recycled beverage container materials.
- Sustainable, ongoing use of recycled beverage container materials.
- Commitment to long-term fiscal sustainability after grant funding terminates.
- A system to track statistical data on baseline amounts and projected amounts of materials to be used (in pounds or tons, by material type).

WHO CAN APPLY?

Anyone can apply: individuals; cities; counties; city and county; joint powers authority; university; tribe; state or federal government agencies; private businesses; and non-profit organizations.

QUESTION / ANSWER PERIOD

Questions must be submitted in writing to Karla Mondo at: kmondo@conservation.ca.gov, or:

Department of Conservation Division of Recycling

801 K Street, MS 17-24
Sacramento, CA 95814-3533
Attention: Market Research Branch, Karla Mondo

Questions and answers will be posted periodically on the Department's website (<http://www.conservation.ca.gov/dor/grants/index.htm>) through January 7, 2005. These questions and answers will be mailed or faxed upon request for applicants without Internet access. After December 29, 2004, no other questions will be taken. Please note that questions should be general; questions about a specific project will not be answered.

APPLICATION PROCESS

The application process consists of two phases:

- **PHASE 1 – CONCEPT**
(DUE DATE: NOVEMBER 19, 2004)
- **PHASE 2 - FULL PROPOSAL**
(DUE DATE: JANUARY 14, 2005)

In Phase 1 - CONCEPT, interested applicants will submit a Concept Summary. The Department will review and screen submissions and score each as “pass” or “fail”.

In Phase 2 – FULL PROPOSAL, applicants whose concepts received a “pass” score in Phase 1 – CONCEPT will be invited to develop the concepts into full proposals. The evaluation committee will not review proposals received by the Department without going through Phase 1 - CONCEPT. **An invitation to submit a full proposal is not a guarantee of funding.**

The evaluation committee will review and score the Phase 2 – FULL PROPOSAL according to the Evaluation and Scoring Criteria. Final award selections will be made by the Director of the Department of Conservation from among the qualified applicants and may not be reflective of the relative scores of the Phase 2 – FULL PROPOSAL.



PHASE 1 - CONCEPT – MINIMUM REVIEW REQUIREMENTS

PHASE 1 REQUIREMENTS

To qualify for Phase 1- CONCEPT, concept applications must meet all of the following minimum requirements:

- One original and six (6) copies of concept packages must be received by the Department on or before **5:00 P.M., NOVEMBER 19, 2004**. Proposals can be submitted by mail or hand delivered. Do not send your completed concept proposal electronically or by fax. Certified mail is recommended. However, the Department asks that applicants with email capability send an additional copy of the completed Attachment A, via email, to kmondo@conservation.ca.gov.
- Grant Application Cover Page (Attachment A) must be signed by a person with authorization to bind the organization to a grant agreement. One original and six copies must be stapled on each of the proposals submitted.
- Concept must focus **primarily** on CRV beverage container recycling and be within the specified grant focus.
- Applicants must be in good standing with the Department (no outstanding fines, penalties or audit findings due the Department).

NOTE: Exhibits 1, 2, 3, and 4 are **NOT** to be completed or submitted with the Phase 1 Concept Summary. These forms are to be completed and submitted **only** if you receive notification from the Department that your concept summary has passed Phase 1.

PHASE 1 - CONCEPT SUMMARY - SCREENING CRITERIA

The evaluation committee will screen PHASE 1- Concept Summaries passing the initial minimum review. The review team will carefully consider responses to the information requested below. Applicants must provide sufficient information for

screening of project outcomes. The Concept Summary must not exceed **four (4) pages** (not including Attachment A) with a minimum 10-point font, printed double-sided on at least 30% postconsumer recycled content paper.

- **Grant Application Cover Page (Attachment A):** Please complete entire form, including the Assembly and Senate district number(s) (available at <http://www.leginfo.ca.gov/yourleg.html> or by contacting your county library or county clerk). Attachment A is provided as a Word document that can be completed electronically. The spaces in the form will expand as you enter information. If you do not have access to Microsoft Word, a hard copy of the form can be completed. The concept summary must be signed by a person with authorization to bind the organization to a grant agreement.
- **Project Description:** Provide a brief summary of the project, including goals and objectives, type of recycled CRV material(s) addressed, and geographic area affected. Identify any partners involved, and describe the role of each in implementing the project. Discuss the anticipated length of the project and the approximate dates of major benchmarks to be accomplished. Describe your organization and explain the knowledge and experience that qualify it to conduct the project.
- **Need:** Describe why the project should be funded and how demand for or use of recycled beverage container materials would be improved. Identify baseline conditions, market gaps and barriers to using beverage container materials that the project would overcome. Provide evidence that supports the need for and potential outcomes from your project, such as government data, independent market analyses, public surveys, or other



documentation. Include data by material type, if possible.

- **Address the Department's goal:**
Describe how the project will increase the CRV beverage container recycling rate and create California jobs.

**TENTATIVE SCHEDULE (Phase 1-
CONCEPT)**

October 22, 2004	Release solicitation and post on the web
November 19, 2004	Concept packages due
Through December 29, 2004	Question and answer period
December 15, 2004	Invite successful applicants to apply for Phase 2



PHASE 2 - FULL PROPOSAL INSTRUCTIONS

(Do *NOT* submit full proposal unless invited to do so)

PHASE 2 REQUIREMENTS

Successful Phase 1 applicants will be asked to submit a full proposal. The notice of applicants asked to submit a full proposal will be posted on the Department's website at www.conservation.ca.gov/DOR/Grants/. It is the applicant's responsibility to determine if a full proposal is requested. Applicants invited to submit a full proposal (Phase 2) must submit all of the following by the January 14, 2005 deadline:

- **One original and six (6) copies:**
Proposals can be submitted by mail or hand delivered. Do not send your proposal electronically or by fax. Certified mail is recommended. All copies must be double-sided on at least 30% postconsumer recycled-content paper, with a minimum 10-point font.
- **Completed Grant Application Cover Page (Attachment A):** One original with original signatures and six copies attached to each of the proposals submitted. Include your grant identification number as shown in the Department's Invitation Notice.
Attachment A (as well as the Exhibits) are provided as Word documents that can be completed electronically. The spaces in the forms will expand as you enter information. If you do not have access to Microsoft Word, hard copies of the form can be completed
- **Project Narrative:** Clearly discuss your proposal in detail based on the Concept Summary you provided in Phase 1. List each major project task from project inception to completion, with target dates at which progress can be measured. When applicable, identify project deliverables and key personnel

for each task. The Narrative must not be more than twenty (20) pages of text and include, at a minimum, the following five sections:

1. **Need:** Present detailed information about the need for the project, based on your narrative in the "Need" section in Phase 1 (Concept Summary). Provide additional data to support your assumptions, as appropriate. Explain how the market gaps and barriers you identify may impede achieving higher beverage container recycling rates.
2. **Goals and Targets:** State what you plan to accomplish and a specific target(s) to be achieved by the end of the agreement term, if applicable. Example: *This project will allow our company to convert from using virgin feedstock to recycled beverage container material (goal) and use X tons per year to manufacture our product (target).* The target must be supported with baseline data (e.g., feedstock volumes used at current production capacity and projected volumes to be used). If volume-based targets are not applicable (such as for technology research and development), specify performance measures to achieve.
3. **Strategies for Effective Projects:** List the strategies you will use to achieve your goal. Support your strategies with baseline data. Identify when and how the data will be collected, and by whom. Explain how you will evaluate achievement of



your goal.

Example: *The goal will be achieved by 1) installing state-of-art manufacturing equipment [specify] to blend recycled #2 HDPE resin with virgin resin in [specify products]; 2) increasing the percentage of recycled resin from X% to Y% in pilot runs over Z months; and 3) incorporating Y% recycled-content regularly in products by [specify date].*

Example: *The new equipment purchased under this grant will improve our processing capacity and performance. The new equipment will handle X tons per hour with XX% loss, compared to Y tons per hour and YY% loss with our current system. This will allow us to achieve our goal of processing XXX tons more recycled beverage container material per year.*

4. **Sustainability:** Provide a detailed summary of all commitments, efforts and financial resources that will ensure long-term sustainability after grant funding terminates. Proposals identifying the ongoing operational costs and the ability to cover these costs in future years without additional Department grant funding will receive the highest scores in this area. Failure to adequately address long-term sustainability may result in projects not being funded, regardless of their overall score. If applicable, attach letters of financial commitment from partners or investors to the proposal.
5. **Applicant Qualifications:** Provide a *brief* summary of your organizational strength. Explain how your organization has the

background, experience, capacity and staff resources necessary to successfully implement projects of this magnitude. Include a description of the organization's strengths based on organizational structure and position in industry.

- **Financial Qualifications:** Provide a *brief* summary of your organization's financial strength. The preferred format to illustrate financial strength is a summary financial statement, including income statements and balance sheets from the last three fiscal years. Financial information shall not exceed seven (7) pages in length (six pages for income statements and balance sheets and a one page summary explanation). *Do not* submit complete audited financial statements. The Department will consider the size and nature of the grant request in relationship to the overall financial stability of the organization.

- **Project Budget (Exhibit 1):** Complete the Budget page and attach a maximum one (1) page budget narrative explanation and justification to explain line items. All line items should be justifiable, reasonable, and cost-effective when compared to the project goal. If staff benefits are usually paid to staff employed in the organization, benefits may be allowed in the budget for proposed new staff.

Applicants are strongly encouraged to request funds for costs relating to project start-up and not for ongoing operation, salaries, or maintenance. Projects that demonstrate the highest likelihood of sustainability beyond the scope of the grant and without additional funding from the Department will receive the highest funding preference. Applications requesting high percentages of funds for salary/wages must demonstrate how the project will



continue in the absence of these funds at the end of the grant term.

Be specific as to the types of equipment requested. Applicants are encouraged, but not required, to contact multiple vendors to evaluate equipment and to obtain a minimum of three (3) bids for products and services over \$500. Applicants should retain copies of all bids for review if the grant is awarded. Generic (non-specific) line items such as “overhead expenses” or “administrative costs” will not be allowed. Preference will be given to equipment manufactured from recycled beverage container material, if applicable. (Please submit evidence from the vendor or other source indicating the percentage of recycled/post-consumer content.)

Budgetary contributions (matching funds and in-kind services) should be listed by line item. Provide justifications for the value of “in-kind” services and identify sources of funding for all leveraged resources.

- **Project Schedule (Exhibit 2):** The Project Schedule must list each of the project tasks as described in the Project Narrative and illustrate the duration of each task. The expected project start date is April 1, 2005. Projects must be at least six (6) months in duration, and may not exceed three years (36 months) duration.
- **Project Estimated Impacts (Exhibit 3):** These estimates will be used as a scoring tool to assist the Department in evaluating grant proposals. The Department understands that calculating recycling impacts and jobs impacts, particularly for long-term research and development projects, will require order-of-magnitude estimates and projections on the part of the applicant. The applicant should include an explanation of the assumptions and forecasts used

to calculate the recycling impacts and jobs impact. The estimated impacts must be reasonable (within an order-of-magnitude) and clearly explained and justified on Exhibit 3. The scoring of the estimated impacts will be based not only on the magnitude of the final estimates but also on the reasonableness of the assumptions the estimates are based upon.

In Item A, identify the total grant request (do not include matching funds).

In Item B, provide an estimate of the annual number of beverage containers recycled each year as a result of the grant project. This figure should be the applicant’s best estimate of the recycling impact, on an annual basis, once full project impacts are realized. For example, if the first year expected impact is only 5,000 containers, but by year three and after, the expected impact is 20,000 containers, use the latter figure. The Department realizes that for many projects it will be difficult to identify an accurate estimate of the additional number of containers recycled each year. However, the overall goal of this grant program is to increase beverage container recycling in California. Thus, it is important that each applicant is able to relate the impacts of their project to this ultimate State goal; even if the figures are projections that may only be accurate on an order-of-magnitude basis. If the project indirectly impacts recycling (for example, an end-use project that is projected to use 2 million PET containers a year), the applicant must provide a reasonable estimate of the actual impact on additional containers recycled as a result of the new market for those containers provided by the project.

In Item C, provide an estimate of the annual number of new jobs created in California as a result of this grant



project. This figure should be the applicant's best estimate of the number of new California jobs, on an annual basis, once full project impacts are realized. The number of jobs should be based on full-time equivalents.

In Item D, calculate the recycling impact, "A" divided by "B". Example: *The project anticipates using an additional 500,000 containers of PET plastic #1 beverage containers annually with an initial investment of \$100,000 in grant funds, equating to a cost of \$0.20 per container.*

In Item E, calculate the jobs impact, "A" divided by "C". Example: *The project anticipates creating 5 new full-time annual jobs in California with \$100,000 in grant funds, for a cost of \$20,000 per job created.*

In Item F, identify the first calendar year that the recycling and jobs impacts in B and C are expected to be fully realized.

In Item G, identify the number of years that the recycling and jobs impacts will continue. For some grant projects, the recycling and jobs impacts may only be realized during the time of the grant subsidy; for other projects, the impacts may be ongoing beyond the terms of the grant. Again, provide the best possible estimate for this item.

In Item H, use the space provided to explain the assumptions, projections, and extrapolations used to develop the estimate of beverage containers recycled in Item B and the estimates of new jobs in Item C. What is the applicant's level of confidence in the accuracy of these numbers? What are the factors that could influence these estimates upwards or downwards?

- **Proof of organizational status and authority (if applicable):** Provide one copy of your partnership agreement (if a partnership) or Articles of Incorporation

or Organization (if a corporation or limited liability company), and proof of nonprofit status if a nonprofit organization. (Acceptable proof is the letter from the United States Internal Revenue Service or California Franchise Tax Board granting nonprofit status under 26 USC, 501 (c) or (d) or Section 23701 of the Revenue and Taxation Code). Governmental agencies are not required to provide proof of nonprofit status. City, county, and other government applicants will need to provide an approved resolution (can be provided immediately after a grant application is submitted and must be received prior to any funds awarded). Provide one copy of any current fictitious business name statement and business license, if applicable. In order to reduce costs and paper, do not include copies of these documents in the six copies of the proposal that you provide the Department. Do not send the entirety of the organization's articles of incorporation.

- **Supporting Materials: (Exhibit 4):** You should describe and justify your project within the limits mentioned above. However, you may need to provide special supplemental or confidential information to support your proposal. **Supplemental and confidential material must be included in Exhibit 4 only. This section must be bound separately from the rest of the application, and seven (7) copies must be provided.**

Exhibit 4 should *not* be used to provide additional project narrative or information on the qualifications of the applicant. Limit Exhibit 4 materials to the following types (other information will not be considered):

- ❖ Diagrams and Exhibits



If applicable, provide diagrams or charts of equipment or systems, not to exceed two (2) pages.

❖ Technical information

Useful technical information or published research papers that are necessary to support or explain the technical, economic, and market feasibility of the grant project.

❖ Confidential information

Confidential information on research methods, processing, production, or other aspects of the grant project. Confidentiality procedures are described below and must be followed. After award, grant applications become public information. While the Department discourages the inclusion of confidential information in grant applications, if the applicant feels it necessary to provide such information, it must be clearly labeled on each page as confidential and must be included only in Exhibit 4.

Confidentiality requirements:

The Department realizes that applicants may find it necessary to deliver proprietary or other information to the Department in order to adequately explain a project, and applicants may not want that information to become a public record. The applicant may submit a request for confidentiality indicating that specified material submitted to the Assistant Director of Recycling be designated confidential and not publicly disclosed. Use the space provided in Exhibit 4 to describe the confidentiality request. If confidentiality is granted, the material will not be disclosed to the general public unless so ordered by a court of competent jurisdiction.

All confidential material must be contained in Exhibit 4 on pages

separate from non-confidential material and stamped “CONFIDENTIAL” on each page. Only confidential material may be included on stamped pages and no confidential material may be included on pages that contain non-confidential material. Cross-reference each confidential item and the area of the application to which it is related. In the space provided on Exhibit 4, state the length of time the information should be kept confidential and provide justification for the length of time.

Cite and discuss provisions of the Public Records Act (California Government Code 6250 et seq.), or other law, which allows the Department to keep the information confidential and the public interest is not harmed by non-disclosure of the information. If the applicant believes that the information should not be disclosed because it contains trade secrets or its disclosure would otherwise cause loss of a competitive advantage, the request shall also state the specific nature of the advantage and how it would be lost, including the value of the information to the requesting party and the ease or difficulty with which the information could be legitimately acquired or duplicated by others.

In Exhibit 4 state whether, and how, the information is kept confidential by the applicant and whether it has ever been disclosed to a person other than an employee of the applicant, and if so, under what circumstances.

The certification in Exhibit 4 must be executed by the person primarily responsible for preparing the application.

Specify whether the applicant wishes the information returned or retained by the Department upon a denial of confidential designation. Information returned to the applicant will not be considered or reviewed as part of the



application. Information retained may be subject to disclosure as a public record.

HOW TO SUBMIT PHASE 2 - FULL PROPOSAL

The full proposal can be mailed or hand delivered to the following address no later than 5:00 P.M. January 14, 2005:

**Department of Conservation
Division of Recycling
801 K Street, MS 17-24
Sacramento, CA 95814-3533
Attention: Market Research Branch**

It is the responsibility of the applicant to ensure the Department receives a complete proposal by the deadline.

TENTATIVE SCHEDULE (Phase 2)

January 14, 2005	Full proposals due
January 21, 2005	Evaluation committee convenes to review proposals and recommend funding
March 11, 2005	Awards announced
April 1, 2005	Grant Agreements are in effect.

GRANT ADMINISTRATION

Grants awarded by the Department are administered through a grant agreement. Grant agreements consist of standard language, a grant summary, budget, and an implementation schedule with measurable milestones. Department policy discourages any changes to the standard language; only the most critical of circumstances will be considered adequate to justify any modification. A sample grant agreement can be downloaded from the Department website at

<http://www.conservation.ca.gov/dor/grants/index.htm>

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs and require compliance with the grant agreement. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the closing date of the grant agreement are not reimbursable. The Department will retain ten percent of each grant progress payment until all tasks outlined in the grant agreement are completed. Final payment of the withheld funds will be made only after approval of a project final report.

As a condition for receiving grant funds, grantees must comply with all certification, registration, or permit requirements, if any, for the projects implemented with grant funds. Grantees are required to submit status reports, including volume information for all CRV materials used. When possible, grantees must purchase recycled-content products in accordance with Department purchasing goals.

FULL PROPOSAL EVALUATION AND SCORING CRITERIA (Phase 2)

Proposals will be reviewed and scored by an evaluation committee according to the criteria below. Scores will be based on the merits of the information submitted in the proposal package. **Information provided by the applicant after the final filing date of January 14, 2005 will not be accepted or considered.**

The evaluation committee members may modify proposals in the evaluation process. The score from the evaluation committee will include a recommended funding level for each proposal being awarded.

Grants recommended for funding must receive final approval by the Department Director.



EVALUATION AND SCORING CRITERIA (Phase 2)

15%	Quality of Proposal: Project is well planned and the description succinctly and clearly defines the tasks to be performed from beginning to end and the resources required. The Project Narrative and Exhibit 2, Project Schedule lists major milestones for the Department to evaluate progress. Proposal identifies all permits, certifications, and/or registrations required. If applicable, partnerships to maximize the scope and depth of the project are described and documented via letters of financial commitment.
20%	Need: Proposal clearly describes why the project is needed and how it will benefit beverage container recycling in California. Addresses barriers and obstacles to using recycled CRV beverage container materials. Identifies significant market potential for using or improving processing of recycled CRV materials. Provides sufficient evidence and reliable data to support the need statement(s) and the potential volume of beverage container materials to be used.
20%	Proposed Effectiveness: Project goal is clearly presented and includes relevant strategies for achieving the goal and is supported with baseline data. The goal is relevant and realistic for the identified need(s). The proposal includes a clear description of the data to be collected, by whom, how, at what frequency and how they will be analyzed to evaluate achievement of the goal. The project is innovative and will provide support for existing, new, and proposed recycled product manufacturing or improved processing of beverage container materials. Estimated jobs created are reasonable compared to the project goals and funds requested.
15%	Budget: All project costs are identified and reasonable. Line items are clearly described and justified. Budget clearly describes all matching contributions and the dollar value of in-kind services.
10%	Sustainability: Proposal identifies the necessary resources for ongoing operation and the ability to cover these costs without additional Department grant funding. Proposal identifies a method for evaluating the effectiveness and efficiency of project. Evidence supports a commitment to long-term sustainability after grant funds terminate.
15%	Applicant Qualifications: Applicant demonstrates reasonable financial stability relative to the scope of the project and amount of funding requested. Applicant demonstrates the background, experience, capacity and staff resources necessary to successfully implement projects of this magnitude.
5%	Preference Points: Preference points will be given to projects that create new, or expand existing, manufacturing end-uses for recycled beverage container materials.

**2004/2005
BEVERAGE CONTAINER RECYCLING
MARKET DEVELOPMENT & EXPANSION GRANTS**

**ATTACHMENT A
COVER PAGE**

<i>Contact Name</i>		<i>Telephone Number</i> ()	<i>Fax Number</i> ()	
<i>Title</i>		<i>E-mail Address</i> @		
<i>Organization Name</i>		<i>Amount Requested</i> \$		
<i>Mailing Address</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Business Address</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>County</i>	<i>Federal Identification Number</i>	<i>Grant Period (MM/YY) From: To:</i> <i>Total number of months:</i>		
<i>Assembly District Number(s)</i>		<i>Senate District Number(s)</i>		
<i>Provide a concise, one-paragraph summary of your project.</i>				
Type of Grant Project <i>(click <u>one</u> box that most applies)</i> <input type="checkbox"/> Research & Development – collection and/or processing <input type="checkbox"/> Research & Development – manufacturing <input type="checkbox"/> Manufacturing – new products or end-uses for materials <input type="checkbox"/> Manufacturing – expanding existing end-uses <input type="checkbox"/> Collection and/or processing <input type="checkbox"/> Other:		Type of Organization <i>(click one box)</i> <input type="checkbox"/> Private Business <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government Agency <input type="checkbox"/> University <input type="checkbox"/> Tribe <input type="checkbox"/> Other:		
Materials to be Addressed <i>(click all boxes that apply)</i> <input type="checkbox"/> Aluminum <input type="checkbox"/> Glass <input type="checkbox"/> Bi-Metal <input type="checkbox"/> PET # 1 <input type="checkbox"/> HDPE # 2 <input type="checkbox"/> PVC # 3 <input type="checkbox"/> LDPE # 4 <input type="checkbox"/> PP # 5 <input type="checkbox"/> PS # 6 <input type="checkbox"/> Other # 7				

Person Authorized to bind organization in grant agreement

<i>Name:</i>	<i>Title:</i>	
<i>Signature (required):</i>	<i>Date (MM/DD/YYYY):</i>	
<i>Project Director, Title</i>	<i>Telephone Number</i> ()	<i>Fax Number</i> ()
<i>Project Manager, Title</i>	<i>Telephone Number</i> ()	<i>Fax Number</i> ()
<i>Contact Person, Title</i>	<i>Telephone Number</i> ()	<i>Fax Number</i> ()

Recycling Program History

- Are you currently certified or have you ever been certified in any category by the Department of Conservation, Division of Recycling? If yes, please provide certification and/or registration numbers: ☐ Yes ☐ No
- Certification Number(s):* *Registration Number(s):*

- Has the applicant, or any grant principal, ever had a Department certificate denied, suspended, or revoked by the Department? ☐ Yes ☐ No

- Has the applicant, or any grant principal, been previously awarded a Department grant (excluding Local Community Conservation Corps and City/County Payment Program Funding)? ☐ Yes ☐ No

- If yes, indicate the years(s) and amount(s) below:

Year:	Amount: \$	Year:	Amount: \$
Year:	Amount: \$	Year:	Amount: \$

Financial/Legal History

- Has the applicant, or any grant principal, experienced foreclosure, repossession, bankruptcy, civil judgment, or criminal penalty (or been party to a consent decree) as a result of any violation of federal, state, or local law? ☐ Yes ☐ No

- Has the applicant, or any grant principal, been the subject of any proceedings that are pending, or to the best of their knowledge, threatened against them, which may result in any adverse change in applicant financial condition, or materially adversely affect applicant operations? ☐ Yes ☐ No

- Has the applicant, or any grant principal, been previously awarded a government grant for projects related to this proposed project? ☐ Yes ☐ No

If any of the above are answered "Yes," please provide additional explanation on separate sheets of paper (i.e., Grantor, Year, Amount, and Outcome).

- **PHASE 2 GRANT IDENTIFICATION NUMBER** _____

(The Identification number provided by the Department indicated on the Phase 1 Concept Summary notice.)

Checklist - Phase 1 Concept Summary

Use this checklist to help confirm that all the required information is included in the Phase 1 Concept Summary package prior to submittal to the Department. This checklist is only an aid to the applicant, as the applicant is solely responsible to ensure that all requirements stated in the Grant Solicitation are fulfilled.

- ☐ One (1) original and six (6) copies, printed double-sided on at least 30% postconsumer recycled content paper. The Concept Summary does not exceed four (4) pages (not including Attachment A).
- ☐ Cover page (Attachment A) completed, and signed by a person with authorization to bind the organization to a grant agreement. One (1) original and six (6) copies attached to each of the proposals submitted.
- ☐ Project focuses primarily on CRV beverage containers and within the specific grant focus.
- ☐ Applicant is in good standing with the Department (no outstanding fines, penalties or audit findings due the Department).

Checklist - Phase 2 Full Proposal (to be completed *only* if invited by the Department)

Use this checklist to help confirm that all the required information is included in the Phase 2 Full Proposal application package prior to submittal to the Department. This checklist is only an aid to the applicant, as the applicant is solely responsible to ensure that all requirements stated in the Grant Solicitation are fulfilled.

- ☐ One (1) original and six (6) copies, printed double-sided on at least 30% postconsumer recycled content paper
- ☐ Cover page (Attachment A) completed, and signed by a person with authorization to bind the organization to a grant agreement One (1) original and six (6) copies attached to each of the proposals submitted.
- ☐ Project Narrative does not exceed twenty (20) pages, with minimum 10-point font, and includes the following five sections:
 1. Need
 2. Goals and Targets
 3. Strategies for Effective Projects
 4. Sustainability
 5. Applicant Qualifications
- ☐ Financial Qualifications component does not exceed seven (7) pages in length
- ☐ Proof of Organizational Status and Authority
- ☐ Exhibits are completed, additional explanation pages follow each exhibit, as necessary (1 additional page may be required for Exhibit 1):
 - o Exhibit 1 – Project Budget
 - o Exhibit 2 – Project Schedule
 - o Exhibit 3 – Project Estimated Impacts
 - o Exhibit 4 – Supporting Documents – if included, this section must be bound separately from the rest of the application, and seven (7) copies must be provided.

2004/2005
BEVERAGE CONTAINER RECYCLING
MARKET DEVELOPMENT & EXPANSION GRANTS

Exhibit 1
Project Budget

Organization Name		Contact Name					
BUDGET CATEGORY	First 12 Months of Grant		Second 12 Months of Grant		Third 12 Months of Grant		Total
	Grant Funds	Match Funds	Grant Funds	Match Funds	Grant Funds	Match Funds	Grant Funds
1. Salary and benefits by person							
Subtotal							
2. Equipment by category							
Subtotal							
3. Buildings and facilities (explain)							
4. Supplies							
5. Rent and utilities							
6. Travel							
7. Contractual services (explain)							
8. Other operating costs (explain)							
9. Other non-operating costs (explain)							
10. TOTAL							

EXHIBIT 2

Project Schedule

Organization Name	Contact Name
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Project Tasks, Milestones, and Reporting	April 2005									September 2005											March 2006						September 2006						March 2007						September 2007							March 2008
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36										
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
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Each box above represents one month. Click the appropriate box(es) for each task or milestone.

**2004/2005 BEVERAGE CONTAINER RECYCLING
MARKET DEVELOPMENT & EXPANSION GRANTS**

**EXHIBIT 3
Project Estimated Impacts**

Organization Name	Contact Name
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A. Total grant funding request: \$_____	B. Estimated <u>annual</u> number of additional beverage containers recycled as a result of this project: _____	C. Estimated <u>annual</u> number of new California jobs created as a result of this project: _____
D. Recycling impact = "A" / "B" = _____ / _____ = _____ \$/container		
E. Jobs impact = "A" / "C" = _____ / _____ = _____ \$/job		
F. First year of expected recycling/job impacts: Recycling: _____ Jobs: _____	G. Number of years of expected recycling/job impacts: Recycling: _____ (example: "1 yr.", "2 yrs.", "ongoing") Jobs: _____	
H. Explanation of recycling and job impacts: (use the rest of this page to provide an explanation of the assumptions, and projections, used to determine the estimated impacts)		

Organization Name

Contact Name

**Include this cover sheet and bind this section
separately from the rest of the application.
Provide seven (7) copies.**

Materials Included in Exhibit 4 *(check all that apply)*

- ☐ Diagrams or Exhibits *(no more than two (2) pages)*
- ☐ Technical information provided as background
- ☐ Confidential information *(if checked, provide the information requested below)*

If you are providing confidential information, cite the reasons for confidentiality, length of time to be kept confidential, and how the information is kept confidential. (See the Solicitation for a detailed explanation of confidentiality requirements.)

I certify, under penalty of perjury, that the information contained in this request for confidential designation is true, correct, and complete to the best of my knowledge, and that I am authorized to make this request and certification on behalf of: _____

(name of organization)

Name:

Title:

Signature **(required)**:

Date (MM/DD/YYYY):

